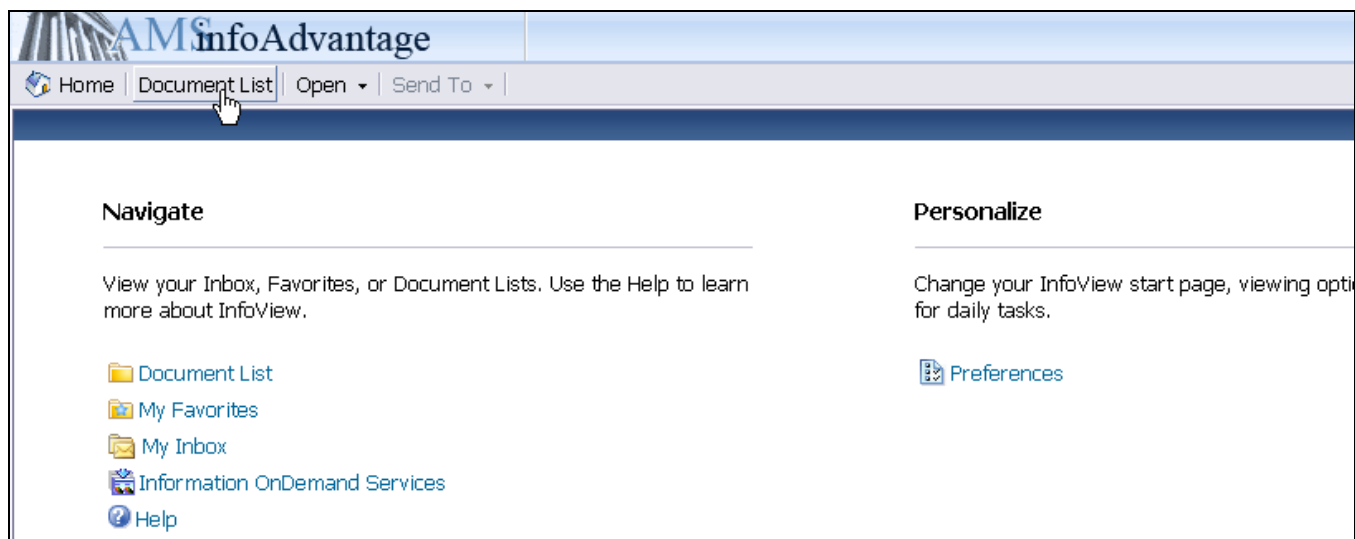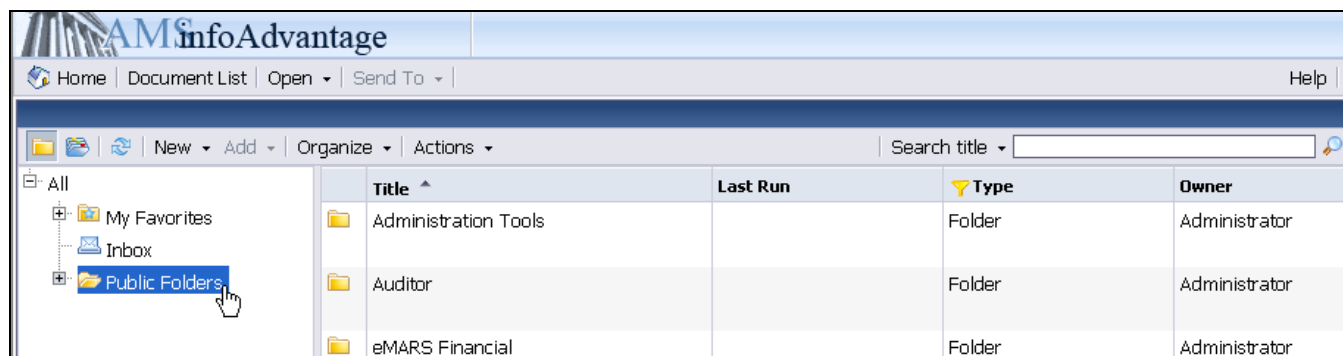# Copying Personal Reports Imported to "My Favorites"

Personal reports must be copied from the **"Personal Reports Imported"** folder to another location (**"My Favorites"** or an **Agency Reports** folder) before 12:00 Noon Friday, April 2, 2010. At that time, the **"Personal Reports Imported"** folder will be deleted along with all of its contents. Please follow the instructions below.

1. Log in to eMARS and access infoAdvantage.

2. Click the **Document List** button or link.

3. Select the **Public Folders** folder in the left panel.

4. Enter your Department and User ID in the **Search Title** field exactly the way you entered it when you saved your Personal Reports, then click the magnifying glass to search.
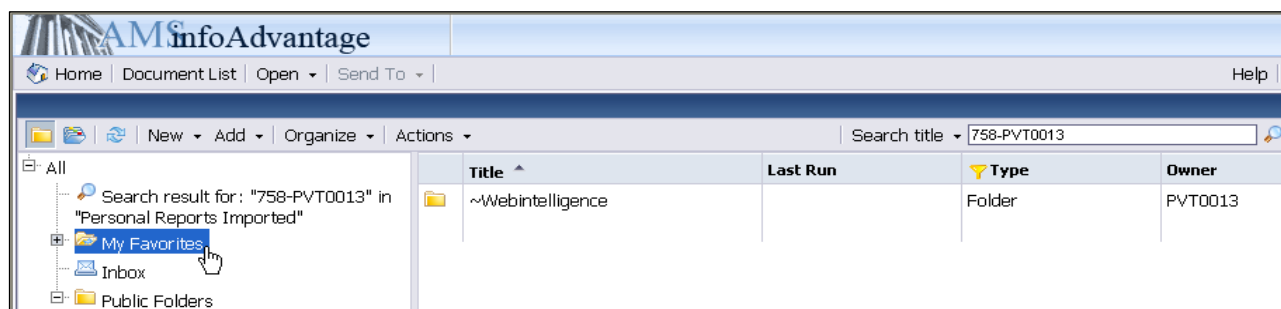
5. Select a report you wish to save from the resulting list by clicking on its **Title** one time. You may select more than one report by holding the **Ctrl** key and selecting each report title. Pay close attention to the **Folder** column to ensure that each report you are copying is selected from the *Public Folders/eMARS Financial/Personal Reports Imported* folder. It is recommended that you select no more than 20 reports at a time to copy.
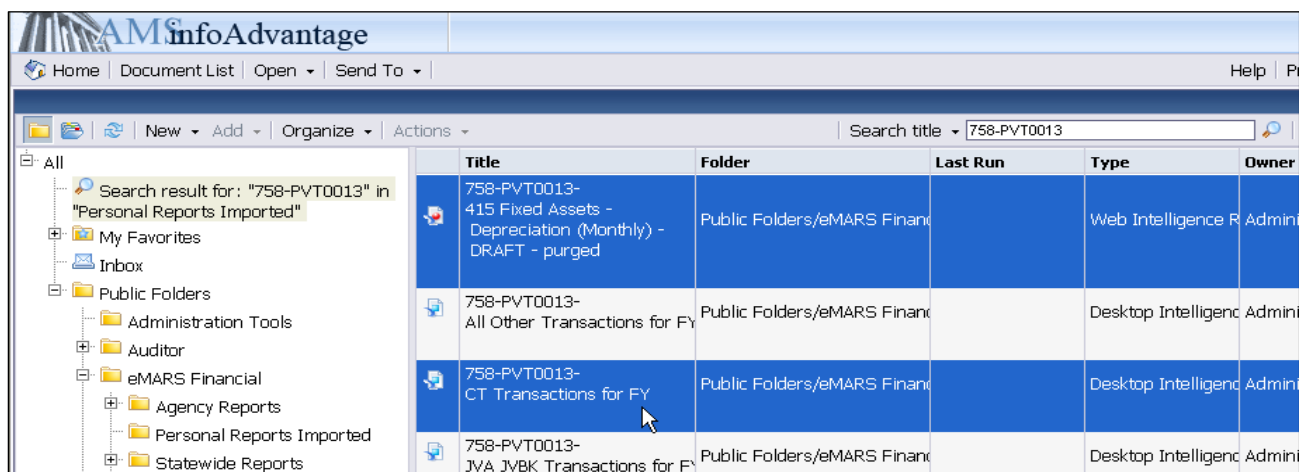
6. When you have selected the reports to be copied, then right-click on one of the reports and select **Organize > Copy**.
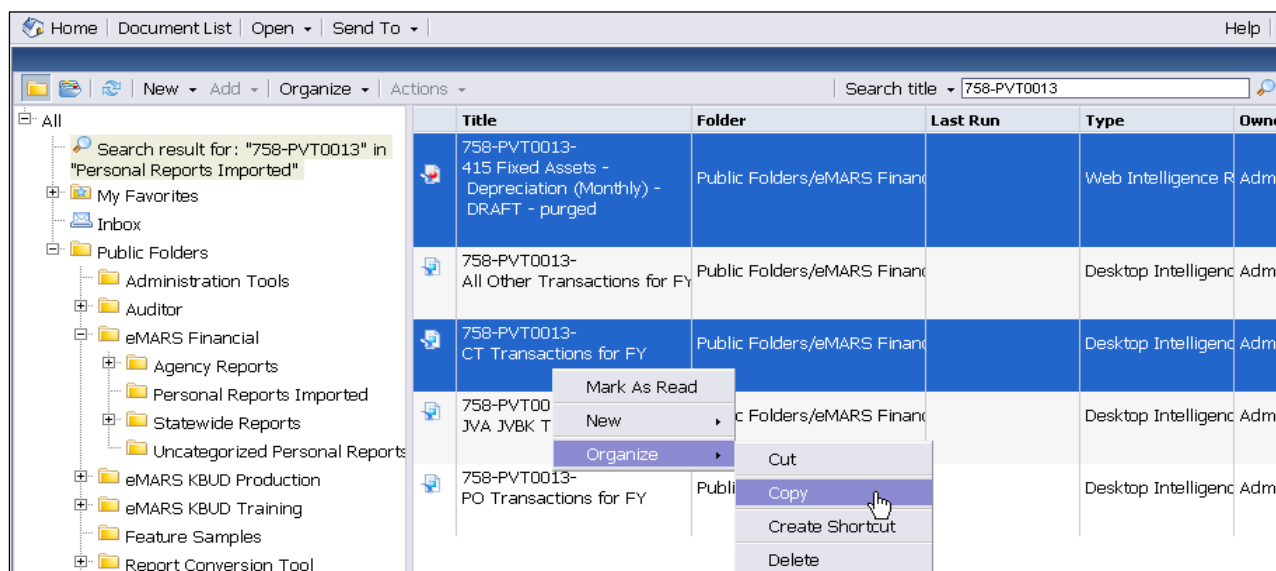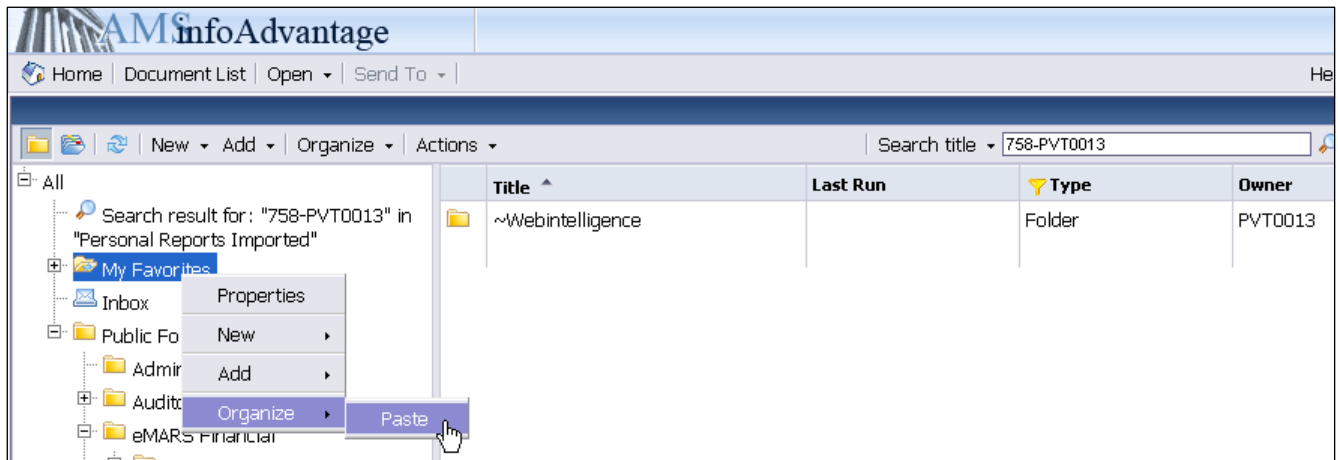

7. Navigate to **My Favorites** (or another location, such as an **Agency Reports** Cabinet, Department folder or a sub-folder that you may have created.)
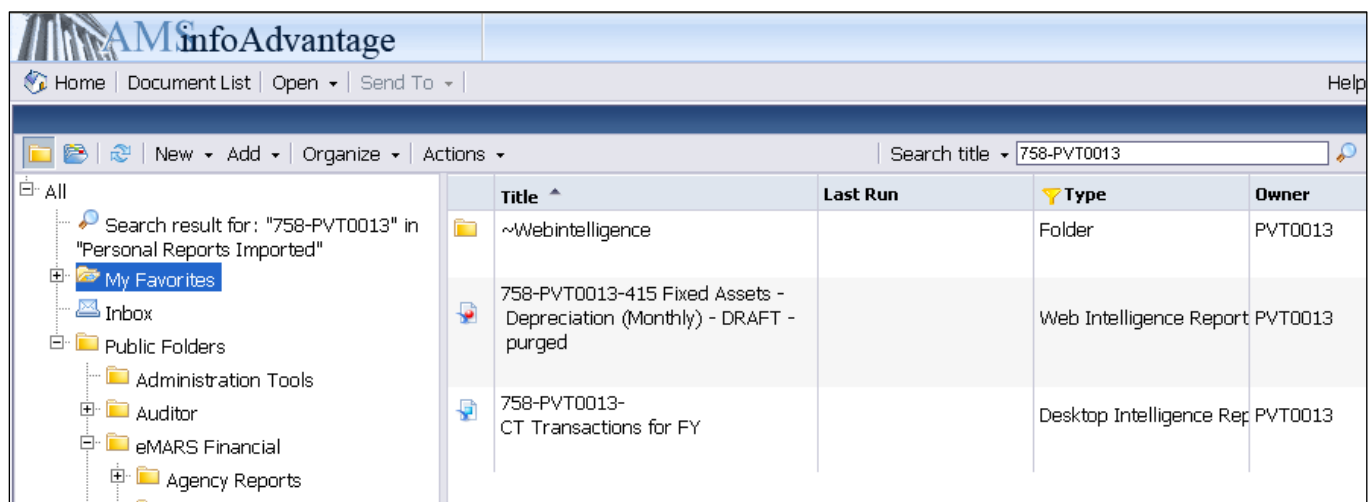
8. Right-click on **My Favorites** (or the folder name where you choose to copy the report to) and select **Organize > Paste**.

9. Your copied reports should appear in the right panel under the folder destination you selected.

10. Log out of infoAdvantage and eMARS.